

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · BANKRUPTCY PARALEGAL

1	How many years of experience do you have in the Bankruptcy Paralegal field?	1 2 3 4 5	
2	What type of legal documentation do you feel most comfortable working with?	1 2 3 4 5	
3	How would you approach researching a particular bankruptcy case?	1 2 3 4 5	
4	What are some of the challenges you have encountered while working as a Bankruptcy Paralegal?	1 2 3 4 5	
5	Have you ever filed for bankruptcy?	1 2 3 4 5	
6	How do you stay current on changes in bankruptcy law?	1 2 3 4 5	
7	What type of Bankruptcy cases have you worked on in the past?	1 2 3 4 5	
8	Tell me about a time when you had to manage a difficult situation.	1 2 3 4 5	
9	What software programs are you familiar with?	1 2 3 4 5	
10	Have you ever been involved in any litigation?	1 2 3 4 5	

OVERALL ASSESSMENT

CRITERIA	SCORE (1-5)	NOTES
Educational Background Appropriate qualifications or training for the position.	1 2 3 4 5	
Prior Work Experience Skills or qualifications acquired through past work.	1 2 3 4 5	
Qualifications / Experience The technical skills the position actually needs.	1 2 3 4 5	
Problem Solving Abilities Demonstrated critical problem-solving.	1 2 3 4 5	
Communication Team building and communication skills.	1 2 3 4 5	
Organizational Fit Would this hire steer the organization the right way?	1 2 3 4 5	
Directional Fit A step forward, or backward, in their career?	1 2 3 4 5	

RECOMMENDATION

☐ Advance ☐ Hold ☐ Decline

1 = well below the bar · 3 = meets it · 5 = clearly above it

AvaHR — hiring software for teams without a recruiter
Use the same scorecard for every candidate in this role.